



Quick Help for Assigning Barcodes to Replacement Books

Textbook Search

When defective textbooks are replaced by the Publisher, you will need to remove the barcodes assigned to the defective textbooks and assign new barcodes to the replacement copies. You will begin by logging into your school at <http://textbooks.ed.sc.gov> and clicking on the CATALOG tab.


Click on the
**Textbook
Search**
Option.

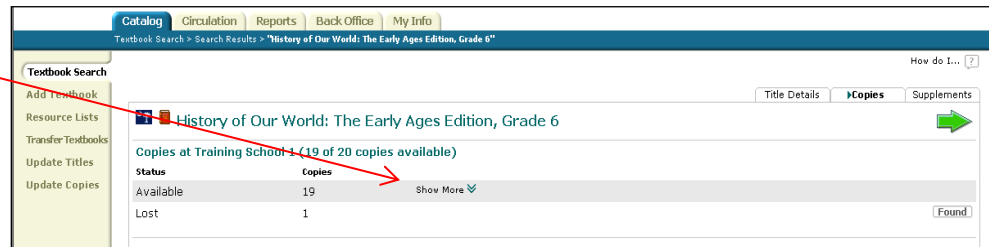
Find by ISBN.

Scan the ISBN on
the textbook.
You may also
search by State
Textbook ID # or
Title.

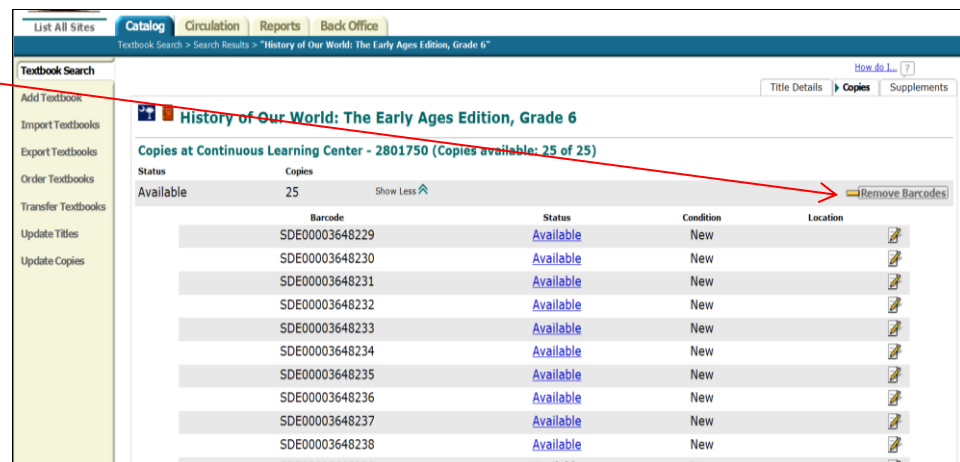
The Title Search
will bring you to
the Title Details
page for the
textbook, click
on the **COPIES**
sub-tab.

Remove the Barcodes Assigned to the Defective Copies

Click on the **Show More**  Icon next to **Available** copies.
****All copies must be AVAILABLE.**
 If copies are checked out, check them in under **CIRCULATION/CHECK IN TEXT** and then complete the following steps.



Click on **Remove Barcodes** 



If the barcodes currently assigned are in numerical order, enter the total quantity to unassign and the starting barcode number. Or, you can unassign the barcodes one at a time by entering a “1” next to Quantity to Unassign and entering the barcodes one at a time.

Click REMOVE.

The screenshot shows the 'Remove Barcodes' page for the title 'History of Our World: The Early Ages Edition, Grade 6'. The page has a sidebar with 'Textbook Search' options and a main content area. In the main area, there are fields for '* Copies with Barcodes' (25), 'Quantity to Unassign' (25), and 'Starting with Barcode' (SDE00003648229). Below these fields are 'Remove' and 'Cancel' buttons, both marked with a red 'X'. A small note at the bottom states: '* Count does not include copies that are part of a return.'

Once all barcodes have been REMOVED the copies for the title will show as “Copies Without Barcodes”. You should receive instructions from the Publisher on what to do with the defective textbooks.

You are now ready to ASSIGN the new barcodes to the replacement copies you received.

Assigning Barcodes to the Replacement Copies

If needed, follow the steps above to search for the title and click on the COPIES sub-tab.

Click on

Assign Barcodes

under the AVAILABLE copies.

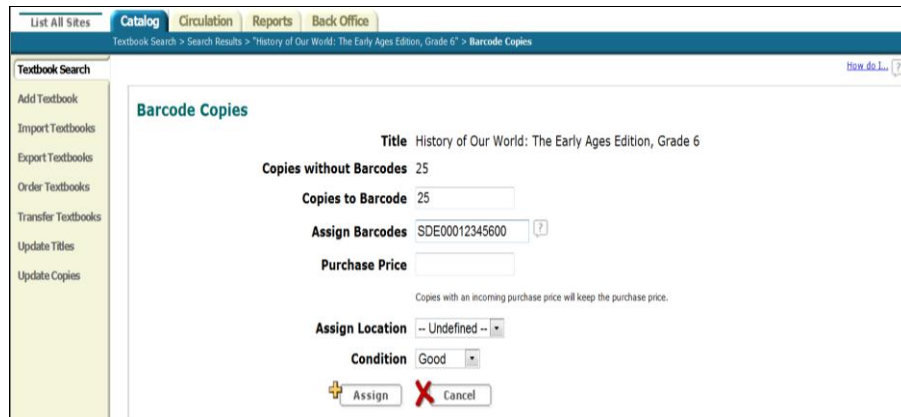
The screenshot shows the 'Copies' sub-tab for the title 'History of Our World: The Early Ages Edition, Grade 6'. It displays a table with columns for 'Status' and 'Copies'. The table shows 'Available' status with 50 copies. Below the table, there is a section for 'Copies without barcodes' with a 'Quantity' of 25. A red arrow points from the 'Assign Barcodes' button in the sidebar to the 'Assign Barcodes' button in the 'Copies without barcodes' section.

Assigning Barcodes to the Replacement Copies

Enter the quantity of copies to barcode, and the starting barcode number and click



Assign

A screenshot of a web application interface for assigning barcodes. The interface has a top navigation bar with tabs: 'List All Sites', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. Below this is a breadcrumb trail: 'Textbook Search > Search Results > "History of Our World: The Early Ages Edition, Grade 6" > Barcode Copies'. On the left is a sidebar menu with options: 'Textbook Search', 'Add Textbook', 'Import Textbooks', 'Export Textbooks', 'Order Textbooks', 'Transfer Textbooks', 'Update Titles', and 'Update Copies'. The main content area is titled 'Barcode Copies' and contains the following fields: 'Title' (History of Our World: The Early Ages Edition, Grade 6), 'Copies without Barcodes' (25), 'Copies to Barcode' (25), 'Assign Barcodes' (SDE00012345600), 'Purchase Price' (empty), 'Assign Location' (-- Undefined --), and 'Condition' (Good). At the bottom are 'Assign' and 'Cancel' buttons. A small note states: 'Copies with an incoming purchase price will keep the purchase price.'